



# International Max Planck Research School on Earth System Modelling

## **Guidelines for a successful application to the IMPRS-ESM PhD program** **Deadline: 29 February (online registration only possible until 26 February)**

Content:

- (1) Preface
- (2) Online Registration
- (3) Preparation of required documents and certificates
- (4) Proposed doctoral research topics

### **(1) Preface**

Your application to the IMPRS-ESM consists of several steps which will be listed below. All steps need to be considered and prepared carefully, starting with the online registration.

Please note that all required application documents **\*\*\* must be sent to us by 29 February in electronic format \*\*\*** via e-mail (e.g., files of scanned documents) using the prescribed file naming scheme. This system is exemplified at the end of this document.

**WE DO NOT ACCEPT ANY HARDCOPIES / PAPER COPIES SENT BY ORDINARY POST OR FAX.**

### **(2) Online Registration (possible from 1 – 26 February)**

To start your application, please access our online registration (link at the bottom of this page) and answer all prompted questions. It is best to allow some time for the completion as detailed information is requested. We suggest that you have a look at the questionnaire and study all solicited entries before starting to fill it in.

Most answers are straight forward and short. However, some points need further elaboration. It might be a good idea to take your time and to prepare more detailed answers off-line using a word processor. Text blocks can usually be copied directly into the on-line text boxes from your prepared documents. Be aware that once you exit the questionnaire, every entry is lost!

After successful registration an automated e-mail will be sent to you containing your **registration number** (please state this for any correspondence!). Attached to the mail you will receive four files:

- (1) the *Application Form*
- (2) a *Form for the Identification of Potential Supervisors*
- (3) a letter from the IMPRS-ESM to referees explaining our reference request
- (4) a *Reference Sheet*, which must be submitted to us directly by your referee.

### (3) Preparation of required documents and certificates

For your complete application, we require the following documents from you:

- Signed Application Form (sent to you after registration) – to be returned to us via e-mail as scanned document or fax
- The *Form for the Identification of Potential Supervisors* showing at least one nomination (an overview of research staff is listed on our website) NOTE: At this stage it is sufficient for us to know your general research interests. Topics will be discussed in more detail after a successful interview, therefore there is no need to contact individual research staff.
- *Letter of Motivation and Research Interests* (see advice in box below)
- *Curriculum Vitae* (CV)
- Documents relating to your *Master's degree* (or German '*Diplom*')
  - title page of your thesis, abstract, index page / list of contents
  - copy of MSc certificate
  - copy of MSc transcript (a list of all courses/lectures you took)
- Documents relating to your *Bachelor's degree* (redundant with '*Diplom*')
  - copy of BSc certificate
  - copy of BSc transcript (a list of all courses/lectures you took)
- *2 Reference Letters* (from e.g. former advisors) sent to us directly via e-mail from the official work account of your chosen referees. Please note that we will consider those references only that are submitted using our standardized reference sheet.
- Proof of English skills, if possible

Plus any additional documents which you consider important for your application (e.g. Publications, Job References, Certificates of Workshops or Awards etc.). Please note that all forwarded documents must be named according to our prescribed file naming scheme described below.

**Regarding translations:** Application documents that are neither in German nor English must be accompanied by a translation into one of these two languages. In the first stage of application to the IMPRS-ESM, unofficial translations serve well. However, upon admission to our program and to register as a PhD candidate at the University of Hamburg officially certified translations are required.

**Advice for your ‘Letter of Motivation and Research Interests’:**

We recommend that you prepare this document very carefully as this is a crucial criterion in the selection process! Apart from a general introduction of yourself and your interests you should elaborate on:

- a) your motivation for aiming to do PhD research
- b) your reasons for choosing the IMPRS-ESM in Hamburg for your advanced studies
- c) which research field(s) you are interested in and what kind of topics within this field you find appealing.

**IMPORTANT:**

All of the above documents must be sent to us by **29 February** in electronic format via e-mail – WE DO NOT ACCEPT ANY HARDCOPIES / PAPER COPIES SENT BY ORDINARY POST OR FAX (with exception of ‘Signed Application Form’).

To avoid unnecessary confusion we prescribe a file naming scheme for any document that you send us. This facilitates the selection process and leaves no ambiguities. Any application and/or correspondence not following this scheme will not be considered.

Please name the files that you will forward to us according to the following scheme, replacing ‘NAME’ by your surname:

<b>File name</b>	<b>Description</b>
1_ApplicForm_NAME	Application Form
2_Supervision_NAME	Form to identify (at least) one potential supervisor
3_LetterofMotiv_NAME	Letter of Motivation
4_CV_NAME	Curriculum Vitae / Resume
5_MScThesis_NAME	MSc thesis title, abstract, and list of content
6_MScCert_NAME	MSc certificate
7_MScTrans_NAME	MSc transcript / list of courses & seminars taken
8_BScCert_NAME	BSc certificate
9_BScTrans_NAME	BSc transcript
10_Publ_NAME	Publications
11_Workshop_NAME	Workshops attended
12_Awards_NAME	Awards received
13_EnglSkills_NAME	Proof of English proficiency
14_JobRef_NAME	Job References
15_Misc_NAME	Miscellaneous Information

If any of the above contributions consists of several files (e.g. job references or publications), split the denominations down to 'a', 'b', 'c'.

Example: if you have participated in several workshops for which you would like to include the certificates, name the files as follows

11a\_Workshop\_Name  
11b\_Workshop\_Name  
11c\_Workshop\_Name  
... and so forth.

To complete your application send these files as e-mail attachments to [office.imprs@zmaw.de](mailto:office.imprs@zmaw.de)

The IMPRS-ESM office will send notice upon receipt of your complete application package.